

DEPARTMENT OF ADMINISTRATION  
DIVISION OF BANKING & FINANCIAL INSTITUTIONS



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MEMORANDUM

TO: Montana Escrow Business Licensees

FROM: Susan Sheehy, Licensing Assistant  
Division of Banking and Financial Institutions

DATE: October 4, 2013

RE: 2014 Annual License Renewal

Montana law requires that Escrow Business Licenses be renewed annually. **Your escrow business license will expire on December 31, 2013 unless renewed. Renewal forms must be received by the Division of Banking and Financial Institutions no later than December 1, 2013.** The 2014 Escrow Business License Renewal Application form is available online at: <http://banking.mt.gov/escrow.mcpX>.

Complete the renewal application in full and return to the Division with the \$100 renewal fee, payable to the State of Montana.

It is the responsibility of each licensee to accomplish renewal of its license. **Failure to return the completed renewal form by December 1, 2013 will result in non-renewal of the license.** In the event that the license expires due to non-renewal, you will be required to submit a new application with appropriate fees and to complete the application process to resume business. Please be advised that any activity that may occur during the processing period would be a violation of state law.

If you have any questions, please contact Susan Sheehy at:

Telephone: 406-841-2945  
Fax: 406-841-2930  
E-Mail: [ssheehy@mt.gov](mailto:ssheehy@mt.gov)

Return the completed application and fee to:

Regular Mail  
Division of Banking & Financial Institutions  
PO Box 200546  
Helena, MT 59620-0546

Overnight Mail  
Division of Banking & Financial Institutions  
301 South Park, Suite 316  
Helena, MT 59601